



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Charge to the City Efficiency Study

MEETING DATE: January 5, 1994

PREPARED BY: City Manager

RECOMMENDED ACTION: That the City Council discuss the charge to the Mayor's Select Committee on Governmental Efficiency and take action as deemed appropriate.

BACKGROUND INFORMATION: At Mayor Sieglock's direction, this item has been placed on this agenda for final City Council review, consideration and comment. Those citizens appointed to this committee have been personally invited to attend this meeting to listen to the discussion and to provide whatever input individual members may choose.

Attached (Exhibit A) is a copy of the information provided to the City Council earlier and should serve as a departure point for additional discussion on this topic.

FUNDING: None at this time.

Respectfully submitted,

Thomas A. Peterson
City Manager

TAP:br

Attachment

CCCOM883/TXTA.07A

APPROVED

THOMAS A. PETERSON
City Manager



recycled paper

**MAYOR'S SELECT COMMITTEE
ON GOVERNMENTAL EFFICIENCY**

EXHIBIT A

BACKGROUND:

The City Council recognizes that organizations can stand to profit from a periodic thoughtful review of present practices and operations in hopes of identifying areas where changes can be made to increase effectiveness and efficiency of operations. To this end, a Mayor's Select Committee on Governmental Efficiency is created. The creation of this Committee is not an indictment against the manner and way the City is being managed or the City staff or administration. It certainly is not the intent for this Committee to become a forum to air grievances against persons or procedures, or to be used as a political baseball bat, but rather an opportunity to tap the talents and expertise of local business and professional people.

MAKEUP OF COMMITTEE:

5 to 7 members appointed by the Mayor, using nominations from the City Council and applications from the public. Desired qualifications include a background in business, management, accounting, personnel management and related fields. Preference will be given to applicants who have a proven successful track record. Applicants may be currently employed or retired.

CHARGE:

Examine each City Department to:

- a. identify areas where savings can be made in time, effort or money expended;
- b. identify areas where duplication of effort exists;
- c. identify obsolete operating methods and procedures;
- d. affirm policies and procedures that are effective and efficient;
- e. make specific recommendations on how to increase operational efficiency.

OPERATING PROCEDURES:

This Committee is advisory only and has no authority whatsoever. The Committee will have the freedom to examine all City departments, finances, operations, etc. Department Heads and staff are to cooperate with the Committee and give them whatever assistance they can. The Committee must operate on a schedule that is convenient to both the Committee members and City employees. Reasonable secretarial and clerical help will be provided by the City as needed.

It is not expected that this task will be done overnight, but rather will need several months. No comments shall be made until the final report is completed and forwarded to the City Council. At that time, it is expected the Chairperson of the Committee will be the spokesperson for the Committee. When the report is issued, each Committee member will be paid a stipend, as set by the City Council.

CITY COUNCIL

JACK A. SIEGLOCK, Mayor
STEPHEN J. MANN
Mayor Pro Tempore
RAY G. DAVENPORT
PHILLIP A. PENNINO
JOHN R. (Randy) SNIDER

CITY OF LODI

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City Manager
JENNIFER M. PERRIN
City Clerk
BOB McNATT
City Attorney

January 7, 1994

To Members of the City of Lodi Efficiency Study Committee:

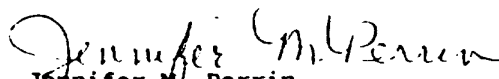
Congratulations once again on your appointment to the City of Lodi Efficiency Study Committee. Enclosed in this packet is the following information:

1. Shirtsleeve packet (including the revised budget for Fiscal Year 1993-94) for the meeting of January 11, 1994. The topic is "Revenue/Expenditure Review"; and
2. Name, address and phone list of the members of the Efficiency Study Committee.

I have also taken the liberty of adding the Committee members' names to the City Council agenda, minutes and Shirtsleeve agenda mailing lists. If at any time you should have questions regarding the agendas or minutes, please give me a call.

If I can be of further assistance, do not hesitate to ask.

Very truly yours,


Jennifer M. Perrin
City Clerk

JMP

Enclosures

CITY OF LODI
EFFICIENCY STUDY COMMITTEE

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